

Easy Steps to use the Prequalification Service Online

5 Easy Steps to Submit a Prequalification Application

Step # 1: Choose "[Submit New Prequalification Application](#)" Link and then Click "**Proceed to Submission Form**" button.

Welcome to Works Affairs eService


Contractor Prequalification eService


Welcome to Ministry of Works, Municipalities Affairs & Urban Planning, Contractor Registration eService. Continuing our effort of providing higher standards of living and quality of life to the citizens of Bahrain, we provide this eService as another channel for contractors to submit prequalification applications.


Contractors who want to prequalify with Ministry of Works, Municipalities Affairs & Urban Planning may use this eService to submit and follow up the prequalification application. Contractors who are already prequalified may use this eService to manage their prequalification. Public may use this eService to list the contractors prequalified with the ministry.


Visit Ministry of Works, Municipalities Affairs & Urban Planning web site and select Prequalification Form link to open the **Prequalification Form** page.

Read Me		
The Decrees	Easy Steps to use the Prequalifications Services	Application Complaint Form

 **List of the Prequalified Contractors**
Use this option to list the various contractors currently prequalified with Ministry of Works. This option also shows the category, and grade of the contractor.

 **Submit New/Renew/Upgrade Prequalification Application**
Use this option to submit a new/Renew/Upgrade prequalification application. Please do not submit multiple times for single application. All requests are monitored and any misuse will be acted upon.

 **Manage Prequalification**
Use this option to manage your prequalification with Ministry of Works, Municipalities Affairs & Urban Planning. You can check status of previously submitted prequalification application, apply for renewal/upgrade, check status of your renewal/upgrade application, and also update your details.

 **How Do I?**
Video presentation for "How to Submit New/Renew/Upgrade Prequalification Application" and "How to Manage Prequalification" using this eService. [PDF File](#)

This service is provided by Ministry of Works **شئون الأشغال Works Affairs**

Step # 2: Read carefully submission procedures and notes before proceeding to submission form.

Please follow the below mentioned procedure to submit a new/renew/upgrade prequalification application.

1. Submit the online form with all the required data.
2. Visit Ministry of Works, Municipalities Affairs & Urban Planning web site and select Prequalification Form link to open the **Prequalification Form** page.
3. Download the appropriate form depending on your area of work. Fill, sign, and stamp the form. Attach the required documents as mention in the form checklist. Together with the cover letter from applicant.
4. Prequalification Applications should comply with the desired category/grade minimum requirements stated in the Prequalification Criteria ([Link](#)).
5. Call to our helpdesk telephone number 17545179, 17545675, 17545607 or Send an email at CED-Preq@works.gov.bh
6. Use the Manage Prequalification option of this eService to check the status of your application and reply to any request within 5 working days period.
7. The prequalified contracting company/firm may apply for Upgrading after Six (6) Months from the date of its last prequalification license related to the same prequalification application category

The prequalification application should be renewed before 90 days from the prequalification application Expiry date.



Proceed to Submission Form

Back

Step # 3: Choose the Country of origin and choose the correct application type (“New”, “Renewal” or “Upgrade”).

Welcome to Works Affairs eService

Submit New/Renew/Upgrade Prequalification Application

Instructions :

- Select the correct type of application (New, Renewal or Upgrade)

Application Criteria	
Country	--- Please Select ---
Apply For	--- Please Select ---

Items marked with * are required.

For New Application: Fill up required information and then Click “Submit” button to complete.

For Renewal or Upgrade: Provide the first six digits (For Bahraini Company) of Commercial Registration number and the previous registered category e.g. Buildings – Construction Project A and then Click the “Next” button to proceed to Step # 4.

Submit New/Renew/Upgrade Prequalification Application

Instructions :

- Select the correct type of application (New, Renewal or Upgrade)
- Provide the Commercial Registration Number (First 6 Digits) . In case CR number is less than 6 digits, add zeros in front of the number e.g. 000456
- Click the "Next" button to proceed

Application Criteria	
Country	Bahrain
Apply For	Renewal
Commercial Registration *	
Registered Category *	--- Please Select ---

Step # 4: Required information marked as (*) asterisk, for New Application some input box are need to provide at that time, for Renewal and Upgrade some input box are not able to change like *Company Name*, *CR Number*, and then Click “Submit” button to complete.

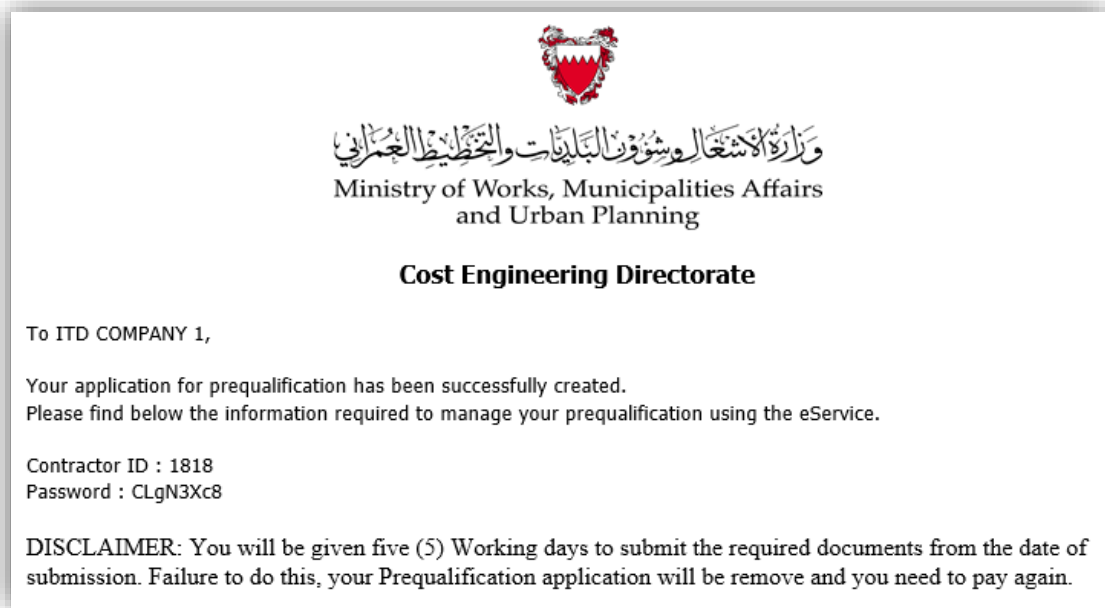
Application Details															
Commercial Registration *	1018754 The first 6 digits are the CR Number and the Branch Number after the dash.														
Requested Category *	Buildings - Construction Projects- Grade B														
Company Name *	ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH														
Owner Name *	ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH ALMUNAHEJJIYAH														
P. O. Box *	70303 Enter PO box number, City and Country. Ex. 125 Manama, Kingdom of Bahrain														
Company Phone *	17116542														
Company Fax *	17116542														
Address *	<table border="1"> <tr> <td>Flat Number *</td> <td><input type="text"/> Enter '0000' in case Flat Number is not available</td> </tr> <tr> <td>Building Number *</td> <td><input type="text"/></td> </tr> <tr> <td>Road Number *</td> <td><input type="text"/> Enter '0000' in case Road Number is not available</td> </tr> <tr> <td>Road Name *</td> <td><input type="text"/> Enter 'N/A' in case Road Name is not available</td> </tr> <tr> <td>Block Number/Zone *</td> <td><input type="text"/></td> </tr> <tr> <td>Area or City *</td> <td><input type="text"/></td> </tr> <tr> <td>Country</td> <td>BAHRAIN</td> </tr> </table>	Flat Number *	<input type="text"/> Enter '0000' in case Flat Number is not available	Building Number *	<input type="text"/>	Road Number *	<input type="text"/> Enter '0000' in case Road Number is not available	Road Name *	<input type="text"/> Enter 'N/A' in case Road Name is not available	Block Number/Zone *	<input type="text"/>	Area or City *	<input type="text"/>	Country	BAHRAIN
	Flat Number *	<input type="text"/> Enter '0000' in case Flat Number is not available													
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	Area or City *	<input type="text"/>													
Country	BAHRAIN														



Submit

Cancel

Note: Email notifications to be sent to the email address provided from the time of submission with payment, this notification is containing the auto-generated Contractor ID and secured Password. (See below the sample notification)



Step # 5: Click the “**Proceed to Pay**” button to Pay Online.

Application Notice

Instructions :


- Unique Contractor ID was assigned to your company name and sent to the provided email address for your future references
- To pay online click the 'Proceed to Pay' button and follow the succeeding steps

***Note :**

- Application without payment will be remove after 5 days.
- Secured Socket Layer (SSL) transaction has being used in order to secure the payment transactions from malicious web site attackers.

Required Payment Details	
Payment Type	Application Fee
Amount	BHD 50.000
Payment Description	Required application fee with amount of BHD 50.000 Note: Your total payment applies penalty charge of 0.000 (BHD). Your registration have been expired on 13/08/2017 and your latest application received on 20/02/2019.

Contractor Details	
Contractor ID	2532
Submission Date	2019-02-21 07:29:38
Company Name	ITD COMPANY 1


Proceed to Pay
Print
Exit



2 Easy Steps to Pay Online

Step # 1: Choose "[Manage Prequalification](#)" Link.

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This service is provided by Ministry of Works

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Works Affairs

Step # 2: Provide the Contractor ID and Password and then Click "**Submit**" button to proceed. *Note: Please check your email in your inbox and spam folder.*

Welcome to Works Affairs eService

Manage Prequalification

Instructions :


- Please enter your Contractor ID and password to manage your prequalification
- Click on "Forgot Password" link in case you forgot the password
- Click on "Change Password" link in case you want to change the current password

***Note:**

- When receiving the initial approval comment, you will have to pay the prequalification fees for your License to be validated and Certificate to be issued.

Contractor Login	
Contractor ID *	<input type="text"/>
Password *	<input type="password"/>
Forgot Password?	Change Password?

Items marked with * are required.



Scroll-down until the end of the page, button highlighted in Red "Pay Online", click and then follow the proceeding page to complete.



Registration Date	-
Expiry Date	-

Company Representative Contact Details	
Name	Jon
Telephone Number	
Mobile Number	



Pay Online Submit Back Exit

Payment Information	
Service Name	: Contractor Prequalification
Reference No	: Commercial Registration Number : : :
Total Amount	50.000 BHD

Select Payment Method	
 Credit Card	 Debit Card

Cancel

3 Easy Steps to Upload Required Documents

Step # 1: Choose "[Manage Prequalification](#)" Link

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Contractor Login	
Contractor ID *	<input type="text"/>
Password *	<input type="password"/>
Forgot Password?	Change Password?

Items marked with * are required.



Scroll-down until the end of the page, button “Attachments”, click and then follow the proceeding page to complete.

Company Representative Contact Details	
Name	Ahmed Al Mirza
Telephone Number	
Mobile Number	



Step # 3: Choose the Document Type that going to Upload, click the “Browse” button in some browser it is “Choose”, then wait until the uploading of file is completed. *Note: Make it one-by-one uploading.*

Required Documents	
Document Type	Action
Prequalification Form	<input type="button" value="Browse..."/>
Copy of Current Commercial Registration	<input type="button" value="Browse..."/>
Ministry of Labour Statement (Confirming the compliance of approval percentage of Bahransisation in the workforce)	<input type="button" value="Browse..."/>
Bankers Reference (A letter from the Bank regarding financial relationship of your company with the Bank)	<input type="button" value="Browse..."/>
Audited Financial Statement for the last (3) years	<input type="button" value="Browse..."/>
Curriculum Vitae for all management staff and engineers	<input type="button" value="Browse..."/>
Consultant's References, Contract Agreements and Completion Certificates for the largest three (3) projects completed within the last three (3) years	<input type="button" value="Browse..."/>

3 Easy Steps for Additional Requirements

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Contractor Login	
Contractor ID *	<input type="text"/>
Password *	<input type="password"/>
Forgot Password?	Change Password?

Items marked with * are required.




Click the **(Take Action)** link and then the pop-up page will appear to upload the additional required documents.

Instructions :

- Click the "Take Action" to update the pending application
- To update your comments, you may do so in the specified area then click "Submit" button

***Note :**

- In future, validity date for prequalification will be imposed upon which the contractor will have to renew/update their prequalification.

Status Details	
Status	Waiting for Applicant Action (Actions Required to be done by applicant.)
Submission Date	20/09/2017
Action Type	Update Pending Application (Take Action) 
Action Due Date	09/12/2017
Ministry Comments	-
Comments	I uploaded and delete file

Step # 3: Choose the file by clicking the **"Browse"** button in *some browser it is "Choose"* and then select the type of document example: *Copy of the Commercial Registration and then provide a short description of the documents.* If you need more than one file to upload, you may do repeat the process by choose another file and then click **"Add"** again, until all additional required documents has been added.

NOTE: Don't forget to click the **"Submit"** button to send to your Prequalification application.

Instructions :

- Click the **"Browse"** button then select filename that need to be attached
- Only the following file format are accepted: PNG, PDF, JPEG, JPG, GIF, DOC, DOCX, RTF, XLS, XLSX, BMP
- Size of each attachment should not be more than 6 MB
- Click the **"Add"** button to add in the list of files to be uploaded
- Click the **"Submit"** button to complete the process

File name *	<input type="text"/> Browse...
Type *	--- Select Type --- ▾
Description *	<input type="text"/>